

Clerical and Office Branch
Purchasing and Stores Group
Police Series

PROPERTY DISPOSITION SPECIALIST

09/97 (SAC)

Summary

Under general supervision, research disposition of Police Department cases for the purpose of determining retention status of unclaimed or evidentiary property.

Typical Duties

Research cases. Involves: retrieving information through computer and physical files to review case disposition; consulting law enforcement personnel to ascertain the status of cases; contacting outside agencies involved in the case to determine final disposition of cases or expected time of trial.

Determine disposal status. Involves: making disposal decisions by relating laws concerning the handling, returning and disposing of property and evidence to facts of case; classifying items by characteristics, such as value, contraband or firearm; determining whether said item should be returned, auctioned or destroyed; establishing property ownership and obtaining proper identification, if applicable.

Perform related work as required. Involves: notifying owners that property is available for pickup; establishing review criteria for cases not ready for disposal; preparing required paperwork and updating records as required.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four (4) years experience researching, tracking and maintaining law enforcement records or in receiving, storing, inventorying and issuing of property; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and procedures of law enforcement record keeping. Good knowledge of: computer database software; law enforcement terminology; business English, spelling and arithmetic.

Ability to: read, interpret and apply local, state and federal laws and guidelines related to the handling, returning and disposing of property and evidence; establish and maintain effective working relationships with fellow employees, officials, and the public; accurately post records; write legibly; maintain records and reports.

Skill in: safe operation of: motor vehicle in city traffic, material handling equipment and standard office equipment including personal computers.

Physical Requirements: Occasionally move objects weighing up to 40 pounds.

Special Requirements: Must pass a rigid background investigation.

Director of Personnel

Department Head